

MAY 22, 2013 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON MAY 22, 2013, AT 3:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez.

Also in attendance were Secretary Mavanee Loftus, Student Learning Director Cade Douglas, CTE Director Don Yates, and Pathways Coordinator Jennifer Christensen.

Board member Jack Hansen arrived to the meeting at 3:37 p.m.

President Johnson welcomed everyone to the meeting.

Superintendent Mickelsen offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – PRELIMINARY FY 2014 BUDGET PRESENTATION. Business Administrator Patrick Wilson and Accountant Kari Carter presented the FY 2014 preliminary budget. Mrs. Carter explained that FY 2013 budget for property taxes was a little higher than the FY 2014 because the county used to send the District property tax collections quarterly and now pay them on a monthly basis. The District was off in their reporting because some of the revenue was being deferred because of the difference in timing; the county reported it to the state and was counting it as current revenue. After the audit, the District brought the recording of property tax revenues into alignment with the same timing as the county uses to report to the state. This one-time increase will be a one-time adjustment seen in the FY 2013 year only.

Mrs. Carter then reported on the special education and vocational programs and noted that the economy had finally caught up with them. Both programs have been living off carryover the last several years. Special education is now out of carryover funds, so to budget for FY 2014, a lot of the one-time hires that were released after this year will not be able to be hired back. The M&O budget had to provide \$106,000 to bring them into balance along with the employee cuts. Mr. Wilson explained that special education has a requirement called Maintenance of Effort (MOE), which is a standing law that says you can't spend less this year than you spent last year, unless you can document retirees or qualifying one-time expenditures. Because special education revenues actually dropped this year vs. increasing because of numbers, it doesn't generate enough money to meet their MOE, therefore, M&O funds were used to make up the difference.

Mrs. Carter explained that this year vocational has had a very lean year and looking the same for next year. The vocational school budget for supplies was cut in half this year and will be the same way next year to bring the budget into balance. Other options will have to be explored to keep this program going. Along with vocational, there is also comprehensive guidance that covers a portion of the middle school counselors and some of the high school counselors. This program has also been living off of carryover as well. In FY 2013, when the District received NESS monies, some of those funds were used for school counselors. In order to bring comprehensive guidance close to a zero budget, the FY 2014 budget reflects the District picking up another portion of the counselor's salaries with NESS funding to keep the program going.

Transportation has continually decreased and in FY 2014, the District will be picking up approximately \$750,000 in costs for transportation. Mr. Wilson explained that the .0003 levy helps pay for activity runs and generates from \$350,000 to \$400,000. The District still subsidizes a significant amount in transportation. The legislature has continued to ignore transportation funding needs for years because of the costs and the commitments involved. Federal revenues are also down due to the loss of Secure Rural Schools funding and sequestration.

Mr. Wilson stated that the legislature has never restored the \$3 million loss incurred during the economic downturn. The District lost all of the quality teaching block grant and some of the interventions. None of these funds have been restored and they have no intention of restoring them. So with all of the cuts the District has made, the attrition, and class size increases, none of it can be recaptured. The legislature's expectations are to start from where we are.

Mrs. Carter and Mr. Wilson provided further budget information on revenues and expenditures as well as the tentative tax rate for FY 2014.

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ITEM #3. – CONSENT AGENDA. President Johnson called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

Mr. Wilson explained the reasons for the expansion of the school fee guidelines policy.

ITEM #3.A. – APPROVAL OF MINUTES. Minutes from the following meetings received approval as written:

April 9, 2013	Closed Meeting
April 17, 2013	Work Session & Board Meeting
May 1, 2013	Special Board Meeting
May 7, 2013	Public Hearing (RHS)
May 8, 2013	Special Board Meeting & Closed Meeting
May 14, 2013	Public Hearing (SSHS)
May 15, 2013	Public Hearing (KES)
May 16, 2013	Public Hearing (NSHS)

ITEM #3.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Tiffany Anderson** as a library/media technician at Red Hills Middle and **Bridger Burt** as a band/music teacher at North Sevier Middle and North Sevier High.

ITEM #3.C. – STUDENT RECOGNITION. Students were recognized and congratulated on their achievements. A letter of congratulations will be sent to each student.

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ITEM #3.D. – REQUEST FOR OUT-OF-STATE TRAVEL. North Sevier High School teacher/coach Lexa Larsen received approval for out-of-state travel for her, four coaches, and 28 students to attend the Mesa State College girls' basketball camp in Grand Junction, CO on June 17-20, 2013. Students are responsible for their own expenses. The group will be traveling in

private vehicles. One hundred percent of the expenses, including mileage, will be paid by school funds.

Approval was contingent upon the liability, in regards to the private vehicles, being assumed by the owner/driver of that private vehicle, and that those drivers meet the District's volunteer policy and have passed the appropriate driving tests.

ITEM #3.E. – STUDENT INSURANCE FOR 2013-14. Harold Dance Investments has provided student accident insurance to the District for several years. The Board approved to continue with this company for the 2013-14 school year.

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ITEM #3.F.1. – REVISION – POLICY #2020, INSURANCE – SECOND READING. Revisions to the policy received first reading approval.

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ITEM #3.F.2. – REVISION – POLICY #2030, VACATION – SECOND READING. Revisions to the policy received second reading approval.

INSERT E

ITEM #3.F.3. – REVISION – POLICY #2040, PAID HOLIDAYS – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #3.F.4. – REVISION – POLICY #2045, LEAVE – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #3.F.5. – REVISION – POLICY #2085, JURY LEAVE – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #3.F.6. – REVISION – POLICY #2110, DEATH BENEFIT – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #3.F.7. – REVISION – POLICY #2020, EMPLOYMENT POLICY FOR TAXES – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #3.F.8. – REVISION – POLICY #3035, STUDENT FEE GUIDELINES – FIRST READING. This policy has been updated by our legal counsel to reflect some of the challenges that we have found in attempting to enforce the policy with the legal system. The policy also now reflects the change by the State Legislature for those schools who are in a secondary setting

that contain 6th grades, such as our middle schools, to now be capable of assessing fees for the programs where 6th graders participate. Revisions to the policy received first reading approval.

ITEM #3.G. – SCHOOL BREAKFAST/LUNCH MEAL PRICE INCREASE. A requirement of the HHFKA 2010 (Healthy, Hunger Free Kids Act) is that the price paid by students and adults be equal to or more than the price of the federal reimbursement for free meals. For this coming school year, the USOE-CNP office requires the District to raise prices by \$.05. However, as USDA will now review meal prices yearly, it is recommended the meal prices for school breakfast and school lunch be increased to the following:

School Breakfast

	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>	<u>Adult</u>
<i>New</i>	\$1.50	\$1.60	\$1.70	\$2.50
<i>Previously</i>	\$1.35	\$1.50	\$1.60	\$2.25

School Lunch

	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>	<u>Adult</u>
<i>New</i>	\$2.00	\$2.10	\$2.20	\$3.40
<i>Previously</i>	\$1.95	\$2.00	\$2.10	\$3.25

The school breakfast/lunch meal price increases received Board approval as presented.

ITEM #3.H. – FINANCIAL SUMMARY. The financial summary for the period ending April 30, 2013, was approved as well as the list of checks issued in April 2013.

ITEM #4. – PATRON DIALOGUE. There was no patron dialogue.

ITEM 5.A. – DISCUSSION – ITEMS FROM THE BOARD.

- NSBA Convention highlights: The consensus of the group who attended the convention was that the District had stayed away too long from going to national conventions and that Sevier District was behind in technology. They felt that technology isn't an option any more, that students expect it and that they will be left in the dark if it's not taken seriously. Textbooks and chalkboards are on their way out of the classroom. The convention offered other good information on bonding and superintendent issues. One of the sessions was on teacher training and how important it was for teachers to know what to teach in their classes. Core classes for teachers are very much needed and higher education needs to address this issue in better preparing teachers for the classroom.
- Board social: After some discussion, the dinner social was set for Tuesday, June 11 at 6:00 p.m. to be held at Mr. Wilson's cabin. Food assignments will be forthcoming.
- President Johnson mentioned that he had been recently contacted by a couple of mayors in regards to the voted local levy. He understood that not all communities were fully committed to participate in supporting it and asked about the outcome if it did not pass. Mr. Wilson explained that some of those communities would not have resource officers. Some areas are fully committed and others are in concept only but not in funding.

ITEM 5.B. – DISCUSSION – ITEMS FROM ADMINISTRATION.

Items from Superintendent Mickelsen

- Superintendent Mickelsen turned the time over to Mr. Douglas. Mr. Douglas commented that he would like to see Sevier District do what Duchesne District does each year, which would be to host a back-to-school appreciation barbeque for all employees and their families. He asked the Board to give it some thought so that it could be discussed at the June meeting.

Items from Gail Albrecht

- Initial Educator Evaluation plan: Mrs. Albrecht explained that the District had formed a committee of principals, teachers, parents, SEA, and District representation to comply with the legislature's requirement for developing a teacher evaluation plan. The state has developed an online tool for evaluations and districts can either adapt or adopt the state's process. Mrs. Albrecht provided copies and explained the elements of the state's teacher evaluation tool. Sevier District has been using iObservation, which is also an electronic tool for principals to use. This was done purposely to prepare teachers for what was going to be required. The District will need to adopt the state's plan at least for the first year to meet the legislative requirement. Districts will also be required to use the state's new developed student growth percentile. Instead of using the growth measurement the District has obtained from NWEA. The state compares two spring CRT results for measurement of growth, which is another element of the evaluation. Other aspects and expectations of the evaluation were further discussed.

The requirement to develop a principal evaluation tool has been met by the District under the direction of Superintendent Mickelsen. The District will be finalizing that first round of evaluations at the end of May and in June.

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Items from Pat Wilson

- Construction projects

Warehouse/front entrances: Mr. Wilson reported that the District is very close to completing this process with Valley Builders on these projects.

Red Hills Middle chiller project: The chiller has been ordered and the District anticipates the project being completed by the end of June.

South Sevier High pressbox: Mr. Wilson complimented Busk, Inc. on the good job they've done on the project. It will be a nice and much safer addition to the campus.

Small projects bids: Mr. Wilson provided the tabulation from the bid opening that took place prior to the regular meeting. He reviewed each of the projects as well as bid results with the group.

- Voter information pamphlets for the Bond and Local Levy elections were provided to the group to distribute throughout the county. Mr. Wilson explained that the pamphlet would also be mailed with the ballots to every registered voter. He was pleased with how the pamphlet turned out and expressed appreciation to those who helped review and proof it before printing.

- Change in state transparency website requirements and USOE APR/AFR submission policies: Mr. Wilson explained that the USOE is not willing to rely on districts' information and the legislature is not willing to rely on the USOE's information. They want everything to go through the transparency website. This information is used for nothing but to create controversy or negativity and the only ones that are using the website are the legislative analysts so they can figure out how to take away money from education. The legislature says that the

transparency website must be the reporting process for all state reports and must match a uniform chart of accounts. The USOE, AFR, and APR are requiring the same thing. These requirements will increase the workload for the accountant, programmer, and business administrator by approximately 15 percent. District's were informed of these changes around April 10 and are required to have it completed by the June 20, 2013. The state auditor's office has mandated that districts will have their transparency websites in the same format. Many of

The districts' transparency websites don't match their audits. Sevier School District's transparency matches their audit to the dollar. The USOE is requiring districts to send their student database 260 days per year even though school is in session for only 180 days. This is not a cumulative file but rather individual student files. These new requirements will increase the workload of those individuals working in those areas.

ITEM #6. – CLOSED MEETING. A motion was made at 4:57 p.m. by Jack Hansen and seconded by Tom Hales to go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s) and negotiations. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, Student Learning Director Cade Douglas, and Executive Secretary Patricia Sanchez.

A motion was made at 5:30 p.m. by Don Naser and seconded Jack Hansen to close the closed meeting on negotiations and go into a closed meeting to discuss personnel issues. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Business Administrator Patrick D. Wilson, Student Learning Director Cade Douglas, and Executive Secretary Patricia Sanchez.

A motion was made at 6:05 p.m. by Richard Orr and seconded by Jack Hansen to go out of the Closed Meeting. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

ITEM #7. – ACTION ITEMS. A motion was made by Don Naser and seconded by Richard Orr to authorize Mr. Wilson to award the bids for the small projects when all information has been received. Motion passed unanimously.

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I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 20th day of June 2013. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Patrick Wilson, Business Administrator